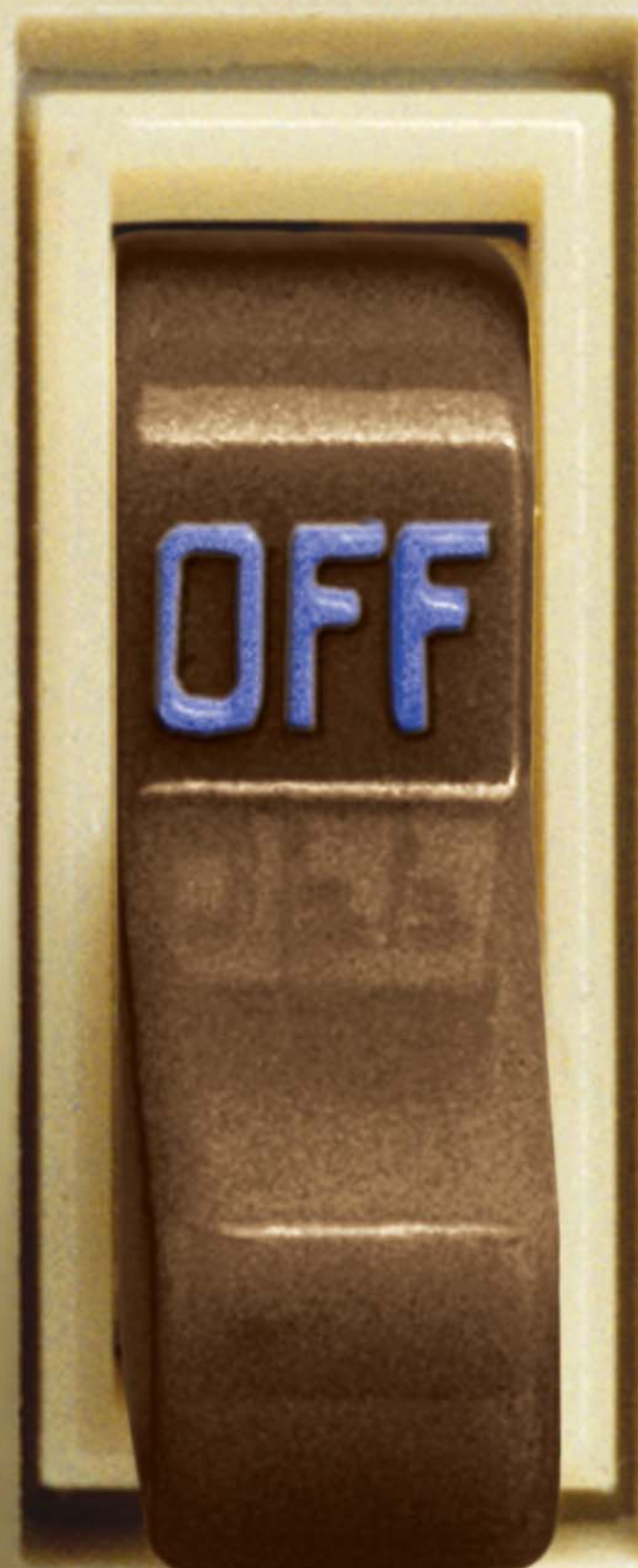


LEAD by
EXAMPLE

SWITCH IT



REDUCE MID-DAY DEMAND TO PREVENT POWER OUTAGES

LIGHTS

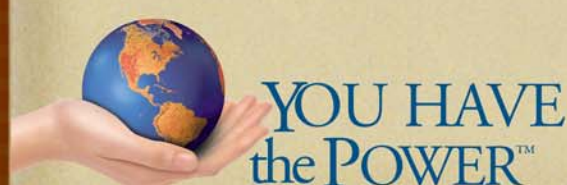
- Turn off lights when leaving a room.
- Reduce general and overhead lighting; use task lights.
- Request reduction in hallway lighting to a safe minimum.


EQUIPMENT

- Turn off printers, copiers, personal computers, and monitors when idle.
- Activate and use the Energy Star[®] "power saver" and "sleep" features.
- Shut off coffee pots, radios, fans and other appliances in the office.

AIR CONDITIONING

- Set thermostats to pre-cool spaces at off-peak times.
- Loosen clothing and dress casually during the warmest hours.
- Make certain vent grills are not blocked by plants, books, or furnishings.



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**Energy Efficiency
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Bringing you a prosperous future where energy
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